

ATTACHMENT G – SUMMARY OF REPORTING AND NOTIFICATION REQUIREMENTS**G1 GENERAL REPORTING AND RECORDKEEPING PROVISIONS**

Clean Water Act section 308 and 40 C.F.R. sections 122.41(h), 122.41(j)-(l), 122.44(i), and 122.48 require that all National Pollutant Discharge Elimination System (NPDES) permits specify monitoring, reporting, and record retention requirements. Water Code section 13383 authorizes the State Water Board to establish monitoring, inspection, entry, reporting, recordkeeping, and notification requirements.

This Attachment summarizes the reporting and notification requirements in this Order that implement federal and State laws and regulations. The Executive Director may modify reporting requirements as deemed necessary. Table G-1 of this Attachment provides a summary of the reports and plans that the Department is required to submit to under this Order.

G2 ELECTRONIC REPORTING RULE

The Department shall comply with the U.S. EPA NPDES Electronic Reporting Rule (referred to as the “eRule”). On November 2, 2020, U.S. EPA published the NPDES eRule extension that provides states and EPA additional time to implement electronic reporting. U.S. EPA extended the compliance deadline by five years, from December 21, 2020 to December 21, 2025. Therefore, in compliance with the final eRule extension, all Reports required under this Order shall be submitted electronically per the eRule requirements no later than December 21, 2025. This Order incorporates the revised deadline.

G3 REQUIRED REPORTS, PLANS, MONITORING DATA AND NOTIFICATION DUE DATES

The Department shall electronically certify and upload all required reports, plans, and monitoring data to the State Water Board’s Stormwater Multiple Application and Report Tracking System (SMARTS) by the report due dates listed in Table G-1.

Table G-1. Reporting and Notification Due Dates

Reporting Requirement	Order Section	Due Date
Report of Waste Discharge	Order, Table 2	No later than 180 days before expiration date of this Order
Stormwater Management Plan	Attachment C, sections C1 through C3.15	By November 30 after the Effective Date of this Order

Reporting Requirement	Order Section	Due Date
Areas of Special Biological Significance Compliance Plan	Attachment C, section C4	Within 12 months of Effective Date of this Order
List of Highway Facility Projects	C3.10.2.1.a.1) and 2)	Within 6 months of the Effective Date of this Order
Prioritized Inventory of Reaches by Pollutant Category	Attachment D, section D3.1	Within 12 months of Adoption Date of this Order
TMDL Compliance Plan	Attachment D, section D3.3	Within 12 months of Adoption Date of this Order
Trash Assessment Methodology Plan	Attachment E, section E9	Within 6 months of the Adoption Date of this Order
Trash Assessment Revised Map	Attachment E, section E10	Within 6 months of approval of the Trash Assessment Methodology
Trash Monitoring Plan	Attachment E, section E11	Within 6 months of approval of the Trash Assessment Methodology
Monitoring Plan	Attachment F, sections F2 through F2.15	Within 12 months of Effective Date of this Order
Lake Tahoe Regional Stormwater Monitoring: demonstration of participation in the Lake Tahoe Regional Stormwater Monitoring Program or submittal of a self-monitoring plan	Attachment F, section F2.12.5	Within 60 days of Adoption Date of this Order
Annual Stormwater Management Plan Report (includes summary of the Inventory of Best Management Practices)	Attachment C, sections C5 through C5.16	Annually by November 30 of each year
Annual TMDL Compliance Status Report	Attachment D, section D3.2	Annually by November 30 of each year

Reporting Requirement	Order Section	Due Date
Annual Meeting to discuss Cooperative Projects	Attachment D, section D3.3	The Department to meet annually by March 1 with the appropriate Regional Water Board Executive Officers or designee to discuss proposed and active cooperative projects that may provide compliance with load allocations or waste load allocations.
Annual Trash Reduction Assessment	Attachment E, section E8	Annually by November 30 of each year
Trash Annual Monitoring Report	Attachment E, section E12	Annually by November 30 of each year
Monitoring Plan Annual Update	Attachment F, section F2	Annually by November 30 of each year
Annual Monitoring Results Report	Attachment F, section F3	Annually by November 30 of each year
Database of Inventory of Best Management Practices	Attachment C, section C5	Upon State Water Board Executive Director or Regional Water Board Executive Officer request
Incident Notifications and Reports	Attachment C, section C5.12 and Attachment G, sections G4 – G4.3	<ul style="list-style-type: none"> - Verbal Notification by Telephone: within 24 hours of incident occurrence. - Written Notification by Email: within 5 days of incident occurrence. - Upload to SMARTS: within 30 days of incident occurrence

G4 INCIDENT NOTIFICATIONS AND REPORTING

The Department shall report all known incidents of non-compliance with this Order based on the timeframe specified in the Non-Compliance Notification Schedule of the **Incident Notification Report Form** in section G4.3 of this Attachment. Non-compliance includes emergency, field, or administrative events or occurrences that lead to non-compliance with the requirements of this Order.

The Department shall electronically submit a completed Incident Notification Report Form to SMARTS within 30 days of the incident and shall provide the following:

1. **Verbal notifications** must be conducted as soon as practicable, but no later than the time frames specified in Table G-1 above and the Incident Reporting Criteria in section G4.1 below. A verbal notification consists of a telephone call to the applicable Regional Water Board with a follow-up email for notification documentation. The Department shall provide verbal notification in accordance with the Incident Notification Report Form, provided below.
2. **Written notifications** must be submitted according to the Non-Compliance Notification Schedule on the Incident Notification Report Form, provided below.
3. **Additional information** must be submitted upon request by the State Water Board Executive Director or Regional Water Board Executive Officer.

G4.1 Incident Reporting Criteria

Incident reporting criteria includes the following:

1. The Department shall report any incidents that threaten public health, public safety, property, or the environment that pose a clear and imminent danger requiring immediate action to prevent or mitigate the damage or threat, and that result in a discharge or potential discharge to surface waters.
2. Failure to comply with any non-administrative requirement of the Stormwater Management Plan or this Order, or to comply any applicable water quality standard. This includes failure to install required best management practices or conduct required monitoring or maintenance that results in a discharge to a surface water. This also includes stormwater or prohibited non-stormwater discharges that do not comply with the definition of emergency incidents. This provision does not include determinations by the Department or a Regional Water Board Executive Officer that a discharge is causing or contributing to an exceedance of an applicable water quality standard.
3. Failure to comply with any administrative or procedural requirement of the Stormwater Management Plan or this Order including submission of required reports, notifications, and certifications. The report of non-compliance shall be submitted to the State or Regional Water Board to which the required report was originally due. The report shall be uploaded to SMARTS within 30 days of incident occurrence.

G4.2 Incident Notification Report Form Submittal

The Department shall upload each incident report to SMARTS according to the schedule in the **Non-Compliance Notification Schedule** portion of the Incident Notification Report Form. The Incident Notification Report Form is provided below.

G4.3 Incident Notification Report Form and Non-Compliance Notification Schedule

The Department shall submit a complete Incident Notification Report certification for each incident. For Field incidents, complete Sections 1, 2, and 4 of the Incident Notification Report Form. For Administrative incidents, complete Sections 1 and 3 of the Incident Notification Report Form. See the Non-Compliance Notification Schedule, below, for the due dates for verbal and written non-compliance reports.

Each time an incident occurs, the Department shall complete this form, shall notify the California Office of Emergency Services, shall notify the applicable Regional Water Board within the incident jurisdiction area, and shall upload the incident report to SMARTS. The content of this form is enforceable under penalty of perjury.

INCIDENT REPORT FORM**SECTION 1: Incident Type, Agency, and Contact Information**Type of incident: ☐ Field ☐ Administrative

Name of person completing this form: _____

Person's agency name and address: _____

Person's phone and e-mail: _____

SECTION 2: Field Incidents

1. Incident dates _____ Time(s) _____

2. Location of incident, county: _____

a. Nearest city/town: _____

b. Street address/nearest cross street: _____

c. Latitude/longitude: _____

d. Additional location detail: _____

3. Name of each material discharged: _____

4. Approximate quantity discharged (specify units): _____

5. Approximate concentration of material: _____

6. Discharge to surface water? ☐ Yes ☐ No

a. Name of implicated waterbody: _____

b. Apparent effects (if any) on waterbody: _____

c. Estimated extent of impacts to waterbody: _____

7. California Office of Emergency Services Notification

a. Date and time of notification: _____

b. Name of person making the notification: _____

c. Phone number of persons making the notification: _____

8. Verbal Regional Water Board Notification

a. Name of Regional Water Board contact: _____

b. Regional Water Board contact's phone/e-mail: _____

c. Name of person making the notification: _____

d. Date of telephone notification to Regional Water Board person notified

e. Date of Email follow up documentation

9. Notification of downgradient communities/appropriate person(s)

a. Date and time of notification: _____

b. Name of person making the notification: _____

c. Phone number of persons making the notification: _____

d. Name of downgradient community/persons: _____

10. Field Non-Compliance (check all that apply)

- a. Lack of, ineffective implementation of, or failure of best management practices that resulted in a discharge of pollutants to surface water. ☐Yes ☐No
- b. Monitoring data indicates an exceedance of a defined standard. Defined standards include Total Maximum Daily Load waste load allocation, water quality standards in the Water Quality Control Plans, and promulgated policies and regulations of the State and Regional Water Boards, including California Ocean Plan limitations and prohibitions. ☐Yes ☐No
- c. Discharge of prohibited non-storm water. ☐Yes ☐No
- d. Failure to comply with Facility Pollution Prevention Plan requirements. ☐Yes ☐No
- e. Failure to comply with inspection, monitoring, and reporting requirements and protocols. ☐Yes ☐No
- f. Other (If your response to any question above is no, please explain - use Comments Section on page 4 if needed):

SECTION 3: Administrative Non-Compliance (check all that apply)

1. Failure to timely submit reports, documents, or information required by this Order and/or Storm Water Management Plan: ☐Yes ☐No
2. Failure to develop and/or maintain a site-specific Facility Pollution Prevention Plan or to implement any other procedural requirement of this Order: ☐Yes ☐No
3. Other (If your response to either question above is no, please explain - use Comments Section on page 4 if needed): _____

SECTION 4: Description of Incident

Activities in the area prior to the incident (If any): _____

Initial assessment of any impact caused by the discharge (If any): _____

Samples collection and analysis requested (If any): _____

Steps taken to mitigate damage and prevent reoccurrence (If any): _____

Current Status: _____

Schedule for proposed mitigation/abatement (If any): _____

INCIDENT REPORT FORM, CONTINUED

Other Comments:

Certification – *I certify that under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Signature of Contractor (if applicable)

Title

Telephone

Date

Signature of Department Representative

Title

Telephone

Date

INCIDENT REPORT FORM, CONTINUED**NON-COMPLIANCE NOTIFICATION SCHEDULE**

Type of Incident	Within 24 hours of Becoming Aware (Verbal/Telephone)	Within 5 Working Days (Written)	Within 30 Calendar Days (Written)	Report In Annual Report
Emergency Incidents (Note 1)	Notify RWB Executive Officer	To RWB Executive Officer and SWB Executive Director	Upload to SMARTS	Chronological summary and status of all incidents
Field (Note 2)	Notify RWB Executive Officer	To RWB Executive Officer and SWB Executive Director	Upload to SMARTS	Chronological summary and status of all incidents
Administrative (Note 3)	Notify RWB Executive Officer (Note 3)	n/a	To RWB Executive Officer, SWB Executive Director, and SMARTS	Chronological summary and status of all incidents

Note 1: Incidents that threaten public health, public safety, property, or the environment that pose a clear and imminent danger requiring immediate action to prevent or mitigate the damage or threat, and that result in a discharge or potential discharge to surface waters shall be reported to the California Office of Emergency Services upon discovery of the incident.

Note 2: Failure to meet any non-administrative requirement of the Stormwater Management Plan, this Order, or applicable water quality standard. This includes failure to install required best management practices or failure to conduct required monitoring or maintenance. It also includes discharges of prohibited non-storm water that do not meet the definition of emergency incidents. It does not include determinations by the Department or a Regional Water Board Executive Officer that a discharge is causing or contributing to an exceedance of an applicable water quality standard.

Note 3: Failure to meet any administrative or procedural requirement of the Stormwater Management Plan or this Order including submission of required reports, notifications, and certifications. The report of non-compliance shall be submitted to the same organization (State or Regional Water Board) to which the required report was originally due.

Acronyms:

SWB = State Water Resources Control Board

RWB = Regional Water Quality Control Board